



REQUEST FOR PROPOSAL/ QUALIFICATIONS
Application & Implementation of the EPA Brownfields Multipurpose Grant (if awarded)
St. Philip's School & Community Center, Texas

Overview

St. Philip's School and Community Center (St. Philip's) is seeking a consultant or consultant team to provide support in as assisting with general grant support activities, including applying for a 2026 United States Environmental Protection Agency ("**USEPA**") Brownfields Multipurpose Grant and implementation of assessment, planning, cleanup activities and other implementation support and activities that may be required if the grant is awarded. The brownfield activities associated with this grant if awarded will allow St. Philip's to continue to assess and remediate site(s) that are critical components of the multi-million planned redevelopment projects in the immediate surrounding area. The reuse strategy includes preservation of historic site buildings and retrofitting for modern commercial use for small, local businesses and complementing a separate site effort to expand public green spaces to seamlessly tie the St. Philip's athletic fields to the commercial frontage along MLK as designed in the Neighborhood Master Plan. This Request for Qualifications ("**RFQ**") will result in the selection of a consultant or consultant team to support the application, implementation and general grant support activities associated with the 2026 EPA Brownfields Multipurpose Grant opportunity.

St. Philip's is an educational and community service nonprofit organization in Dallas, Texas that is leading community redevelopment efforts along Martin Luther King Jr. Blvd. (MLK) in Dallas's "Forest District" (Target Area). The Forest District is a 265-acre area of South Dallas/Fair Park centered along MLK bound by Botham Jean Blvd industrial properties to the west, Al Lipscomb Way to the north, the S.M. Wright Freeway (Hwy 175) to the east, and the intersection of Botham Jean Blvd and I-45 to the south. It is just 1.5 miles south of downtown Dallas but suffers from some of Dallas' highest poverty rates and from an array of environmental and socio-economic injustices. As the City's economic growth continued, the 1940s-1950s saw the rise of middle class African American families concentrated in the Target Area. Over the next several decades, however, discriminatory practices, legislation, disruptive transportation planning, and disinvestment triggered blight in the neighborhood that stripped away progress resulting in enduring, severe poverty and a high concentration of brownfields. This has lowered property values and allowed more than half of the district's tax lots to become vacant; with 20% of Target Area structures becoming vacant or appearing vacant; and nearly 60% of Target Area homes left in need of repairs¹. Community amenities like parks and treescapes, an adequate housing supply, and living wage jobs are lacking. These conditions caused many upwardly mobile residents to leave seeking better living conditions. While Dallas has grown overall by over 75% since 1970, the Forest District has decreased in population by 50%. Today, the City is home to over 1,300,122 "Dallasites" with just 3,000 residing in the Forest District.

Project Summary:

The planned primary use of grant funds will be for the assessment, planning and remediation of sites within the Forest District. These sites are located in the heart of South Dallas and within several blocks of

¹ Cite EDP



St. Philip's School and Community Center. These sites include commercial buildings planned for immediate redevelopment as well as vacant parcels intended for future development of affordable housing and the creation of new small business spaces.

Background

As background, Phase I Environmental Site Assessments (ESAs) have been completed for multiple site parcels between 2020 – 2025, prior to St. Philip's acquisition of the sites. The sites include properties impacted by dry cleaners that were identified with recognized environmental conditions (RECs). In some parcels, Phase II ESAs were conducted which identified tetrachloroethylene (PCE – dry cleaning solvent) concentrations greater than the Texas Risk Reduction Program (TRRP) Tier 1 Residential Soil to Groundwater Ingestion Protective Concentration Levels (PCLs). Supplemental Phase II ESAs will be required and it is likely that Vapor Intrusion Evaluations will need to be conducted on certain parcels.

These sites are not only physically central to several planning and redevelopment priorities but have also been identified as a catalyst for neighborhood change. Starting in 2010, a series of workshops brought together urban planners and community members to develop a reuse vision for South Dallas, aiming to revitalize the MLK corridor as a vital link between two of the city's greatest assets: the Trinity River and Fair Park. The outcome resulted in the MLK Corridor Plan, which identified priorities like walkability, creation of a cultural/historical walk/timeline, and enhancement of streetscaping and business frontage. The MLK Corridor Plan was expanded on in the Forest District through the Dallas Catalyst Project (DCP) in 2017 and the Forest District Esplanade Project in 2020. St. Philip's, Cornerstone Baptist Church, Forest Forward and The Real Estate Council formalized a collaboration under the DCP to address the physical disrepair of the structures along MLK in the Forest District starting with 1632 MLK, the Forest Theater, and other facades, to catalyze further development.

In partnership with The Real Estate Council (TREC), a not-for-profit organization centered around creating local leaders and catalyzing neighborhood investment, the Target Area community developed an Equitable Development Plan for the Forest District in 2018. Residents, property owners, community leaders, subject matter experts, local government staff, and other interested stakeholders were engaged. 20+ meetings were held reaching more than 550 residents and stakeholders. Neighbors went door-to-door to bring the community together with experienced planning professionals for shared learning, culminating in an action plan that reflects the residents' desire for the neighborhood's future.

Running in parallel to the Equitable Development Plan was a process to refresh the district's Neighborhood Master Plan. The community provided important feedback on housing, green space, and the importance of investing in main neighborhood corridors. The design for MLK as the Forest District's "Main Street" was developed, including adaptive reuse of existing buildings and new construction for infill operators such as small (subsidized) grocers, restaurants, neighborhood services and retail, and placement of new parking, bike lanes, and streetscaping. The plan also includes a "Southern Village" area where revitalization revolves around St. Philip's and the creation of a new commons open space as a focal point with new green space, parking, and expanded athletic fields that have been designed in the plan. The area of the sites is designed with mixed existing structures and infilled new commercial structures



along the two main commercial corridors, Botham Jean and MLK, as well as new infill housing on intersecting interior residential streets.

Since 2020, St. Philip's has been steadily making progress towards the goals set out in these plans. Work has included revitalization of 3 apartment buildings, 7 commercial retail buildings and the development of a new food pantry and performing arts center. This work garnered the support of a local foundation which has supported St. Philip's efforts by providing funds for property acquisition. Leveraging these funds, St. Philip's has acquired 19 additional properties in the Forest District with the goal of future development. The EPA granted St. Philip's a \$500,000 2022 Cleanup grant which has been completed and closed out. St. Philip's received an \$800,000 Multipurpose grant in 2023 is on track to complete and close out that grant by the early 2026. Further redevelopment will be greatly enhanced by securing an additional 2026 EPA multipurpose grant.

Scope of Work

St. Philip's is seeking professional services of a consultant or consultant team to complete the following Scope of Work in compliance with USEPA Brownfield Grant Requirements and State and Federal assessment and cleanup requirements. The consultant will:

Part A: Assist with Multipurpose Grant Application:

Assistance with completing an application for a 2026 EPA Brownfield Multipurpose Grant

Part B: Assist with Multipurpose Grant Implementation (if awarded):

- 1) **Planning:** Assistance with Assessment and Cleanup Planning including preparing ABCAs, QAPPs, and RAP/System Designs.
- 2) **Assessment and Cleanup Performance and Oversight:** Performance of Assessment and Cleanup Activities and/or oversight of such activities.
- 3) **Grant Management:** Grant reporting activities including: assisting with the completion of quarterly grant reporting, stakeholder facilitation and documentation, annual DBE reporting, submission of the Property Profile Form, ACRES updates, and final reporting.

The resulting contract will be for five years. St. Philip's may amend or extend this contract beyond the initial five years to accommodate the terms and conditions of the FY26 Brownfields Multipurpose Grant or future EPA Grant Opportunities or Awards granted to St. Philip's within this five-year period provided a market survey conducted by St. Philip's indicates that the prices the contractor proposes are reasonable. The resulting contract will be based upon a professional services agreement and its full scope is contingent upon receipt of EPA grant funding.

Services and Deliverables

PART A of this project will consist of the provision of consulting support for preparing an application for a 2026 EPA Brownfields Multipurpose grant. Consultant will assist St. Philip's in all aspects of the application process including preparation support of the various documents included therein.



PART B of this project for the implementation of a 2026 EPA Brownfields Multipurpose grant (if awarded) should also be conceived of in three phases 1) Assessment/Cleanup, 2) Assessment Cleanup Implementation and Oversight and 3) Grant management support. It is anticipated that there will be some overlap of these activities. Administrative support for documentation, meeting notes, ACRES report completion, Texas Brownfields reports and requests, and other tasks are assumed to be included as part of this effort. The contractor will also assist with stakeholder facilitation and community engagement, including documentation of community input, information gathering, communications, assisting with updating/posting electronic information to keep the community informed of current activities, providing technical information and developing community engagement materials and handouts.

Project Deliverables

The following are anticipated to be the minimum project deliverables for completion of this work. Additional tools, resources, and ideas that may provide added value to achieve the objectives outlined above are encouraged for submission:

PART A

- Assistance in all aspects of a 2026 EPA Brownfields Multipurpose grant application. The costs associated with this activity are not eligible for grant funding, so it is imperative that the contractor have a system capable of tracking eligible/noneligible costs separately.

PART B

- Assistance with Grant Management,
- Assessment Planning,
- Cleanup Planning,
- Performance of Assessment and Cleanup Activities and/or oversight of such activities.
- Preparation of reports including ABCAs, QAPs, RAPs EPA progress reports, ACRES data, MBE/WBE forms, the administrative record, Davis-Bacon reporting, final reports, and other reports that may be required.
- Stakeholder facilitation and community engagement, including documentation of input, information, and communications, assisting with updating/posting electronic information to keep the community informed of current activities, providing technical information and developing community engagement materials and handouts.
- Project administrative support

Consultant Criteria

Participating consultants shall demonstrate capacity to meet the following minimum requirements:

- Consultant has at least one (1) full-time Texas licensed professional geologist in good standing on staff.
- Consultant has at least one (1) full-time Texas professional engineer in good standing on staff.
- Consultant has at least one (1) full-time Environmental Professional on staff as defined in the current ASTM Standard.



- Consultant has a minimum of ten (10) years' professional engineering or professional geological experience.
- Consultant must have a minimum of \$1,000 in Professional Errors and Omissions Insurance and \$1,000,000 in General Liability Insurance.
- Consultant required to be knowledgeable in all applicable Federal and State of Texas environmental regulations relating to environmental assessments and remediation.
- Consultant shall use properly accredited analytical laboratories capable of performing the required tests to support professionals engaged in environmental projects.
- Consultant shall have significant experience in revitalization and redevelopment projects for municipalities and institutions. The selected qualified firm may be retained to perform the specific project/tasks outlined below and/or other related tasks.
- Consultant shall illustrate an understanding of the project area, including stakeholders and other project participants.
- Consultant shall have planning and facilitation experience, ideally through USEPA funded projects, if possible.
- Consultant must have appropriate professional licensure, certifications, and experience to complete this work in the State of Texas.
- Consultant must agree to comply with the current EPA general terms and conditions related to the grant award.
- Consultant must agree to comply with requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities.
- Consultant must show ability to provide abatement and remediation services, as needed, with a particular demonstrated skill set in vapor intrusion mitigation.

Solicitation Schedule: Important Dates

Listed below are key dates for this RFQ:

- Date RFQ Issued: 7/25/2025
- Questions Due (by email only): 8/22/2025
- Submissions Due: 9/01/2025 – 11:59 pm CST
(Submissions past this date/time will not be considered.)

Questions shall be submitted to Julie Saqueton, Director of Community Development at jsaqueton@stphilips.com with a copy to Dee Velvin at dvelvin@stphilips.com

The RFQ will be advertised on our organization's website and through social media for a period of 30 days, with the potential to add additional channels to help ensure broad outreach, including to MBE/WBE firms and to promote open competition.

RFQ Submission Requirements:

Number of Copies: Submit **one (1) electronic copy** of the RFQ by email to:



St. Philip's School & Community Center
Ms. Julie Saqueton, Director of Community Development
jsaqueton@stphilips.com
with a copy to Dee Velvin, Community Development Coordinator
dvelvin@stphilips.com

St. Philip's shall bear no responsibility for submitting responses on behalf of any respondent. Respondent(s) may submit their response to the Director of Community Development any time prior to the stated deadline.

Cover letter not to exceed one page, signed by an individual(s) authorized to bind the Respondent contractually. The cover letter must include the name, title, address, email address and telephone number of one or more individuals who can respond to requests for additional information. Limit submission to 15 pages maximum (not including the cover letter).

1. Provide an organizational chart for the proposed project team. Include summaries and resumes of at least three (3) key project personnel, with emphasis being placed on experience that will be directly applicable to this contract. Attach one-page resumes of each personnel.
 - a. St. Philip's reserves the right to reject any key personnel proposed if it is determined in St. Philip's best interest. All key personnel must be committed to the project at all applicable times. Qualifications and experience of key personnel shall be factored into the evaluation process; therefore, key personnel shall not be replaced without the approval of St. Philip's. Any approved substitutions for personnel shall be of equal or better qualifications.
2. Provide a summary (not to exceed two pages) describing your approach and experience with EPA brownfields projects. Please include your experience in developing and maintaining the administrative record with respect to cleanup planning/remediation as well as complying with Davis-Bacon prevailing wage terms associated with remediation of hazardous and petroleum contaminants.
 - a. Experience should include involvement with Environmental Protection Agency, especially within Texas.
3. Include resources and staffing that your firm will provide directly and those to be subcontracted.
4. If subcontractors are known, include their role, contact name, business name, address, and contact phone number.
5. If your firm is a Minority or Women's Business Enterprise, please attach evidence of the certification. If Minority or Women's Business Enterprise firms (MBE/WBE) are to be included in the project team, please attach a one-page letter from each firm indicating their desire to be included in the project team and a very general statement of the scope of service they will provide if the team is selected.
6. Provide a description of safety program and how it applies to the scope of work.
7. Provide an estimated time schedule to address the types of tasks and the person(s) performing the tasks in the form of a Gant Chart or detailed timeline.



8. Provide one-page descriptions of three projects which best show the capability of the proposed team to provide the services required under this RFQ providing a reference, phone number, and email address for each project. Please clearly state the role of the people listed in the organizational management portion for each project listed in this RFQ. The work described must have been performed within the past five years. None of the projects shall be for a confidential client and no more than one may be from the same client.
9. Please provide a minimum of three references for which the firm has conducted the required project deliverables outlined above in the scope of service and deliverables portion.
10. Provide a fee schedule and cost schedule of the services the Respondent would perform, clearly delineated between Parts A, B and C. Include a fee and rate schedule for all key personnel assigned to this project. Include standard billing rates for certified or licensed professionals needed for this project. Be sure to include the average cost of the following:

PART A

- Total estimated costs to assist in the preparation of a 2026 Multipurpose Grant Application

PART B

- Total estimated staff hours/costs devoted to Assessment/Cleanup Planning
- Total estimated staff hours/costs devoted to Assessment/Cleanup
- Total estimated staff hours/costs devoted to General Brownfields Multipurpose Grant Support
- Total estimated staff hours/costs devoted to General Brownfields Multipurpose Grant Reporting

Ensure average costs encompass all travel related costs, assuming travel in and around project site as considered necessary.

Selection Criteria (100 points total)

Consultant submissions will be evaluated using the following evaluation criteria:

- Documentation supports strong background of firm and personnel in environmental consulting, including background/knowledge of environmental consulting in the State of Texas – **10 points**
- Inclusion of Minority &/or Women's Business Enterprises (MBE/WBE) and explanation of how MBE/WBEs will be utilized– **10 points**
- Documentation supports strong background, understanding, and experience of the firm and of key project personnel with EPA Brownfields projects, the Texas Brownfields Program projects, and the Texas Department of Environmental Quality, including evidence of an applicable safety program for scope of work – **10 points**
- Positive past performance based on provided references and description of three relevant previous projects that reflect the abilities and experience of proposed team to carry out the required services – **20 points**
- Documentation clearly supports competency necessary to conduct assessments, cleanup planning, cleanup implementation including vapor intrusion mitigation systems and additional



related services including supporting clients with grant reporting and grant applications– **20 points**

- Demonstration of reasonable cost estimates in performing scope of work identified in the RFQ – **25 points**
- Documentation clearly supports understanding of St. Philip's mission and priorities, and that understanding is clearly reflected in approach to project – **5 points**